



AIAA St. Louis Section Council – Meeting Attendance

Chairman*	Jim Guglielmo	P	Honors & Awards	Chelsea Fuller	A
Vice Chair*	Mark Kammeyer	P	Membership	Nic Moffitt Alex Friedman	P P
Secretary*	Ben Reuter	P	Newsletter	Abby Sevier	A
Treasurer*	Alec Herzog	P	Programs	Bob Dowgwillo	P
Advisor*	Bob Dowgwillo	P	Public Policy	Frank Youkhana	P
Advisor*	Srikanth Gururajan	P	Retirees	Ray Cosner	P
Advisor*	Dave Peters	A	Service Projects	Brad Sexton	E
Advisor*	Chris Tavares	A	STEM	Jackie Blumer	P
Region V Rep*	Tom Rehmeier	E	Strategic Planning	Larry Brase	P
Career Workforce Development	Paul Bent	P	Technical	John Schaefer	P
Communications	Andrea Martinez	P	Webmaster	Jim Guglielmo	P
Education & College Outreach	Charles Svoboda	P	Young Professionals	Stephen Clark	P
History	Colin Thiele	A	Visitor	Tom Knight	P

P = Present, E = Excused, A = Absent

** **Blue Text** = Elected Officers*

I. Attendance / Opening Remarks / Call to Order

Jim Guglielmo

II. Approval of Past Council Meeting Minutes

Jim Guglielmo

- January 15th 2020 Council Meeting Minutes Approved

III. Action Item Review

Jim Guglielmo

Name	Action Item	Status	Comments
Jackie Blumer, Bob Dowgwillo, John Schaefer	Set up Google Forms for Event RSVPs	Complete	Ready for initial test at next event (add info to next flyer)
Jim Guglielmo	Add email address and QR Code to AIAA Section Business Card	In-Work	Jim in work
Jim Guglielmo	Inquire about Dan Raymer, John Anderson, or astronauts for Dinner meetings in 2020	Not Started	Targeting April/May timeframe.
Alec Herzog & John Schaefer	Evaluate increasing Tech Spec budget	Complete	Matching Spring budget to what was spent in the fall.
Mark Kammeyer	Send out latest draft of Policies & Procedures	Complete	



Nic Moffitt	Look into any of the new 100 section members that are outside the St. Louis area, and have them unsubscribe to event notifications	Not Started	Targeting March/April timeframe.
Nic Moffitt	Try to reach out to 20 or so members that have emails bouncing	Not Started	Will be working shortly.
Tom Rehmeier / Jim Guglielmo	Follow-up with Eric Murray about AIAA St. Louis Section Facebook Site	Complete	Eric does not have time. Asking Andrea for help.
Colin Thiele	Search media to look for award nominations	In-Work	Renewing St. Louis Post Dispatch membership.
Steve Clark	Look into setting up a Young Professional Tech Presentation event.	Not Started	
Bob Dowgwillo / Jim Guglielmo	Check with Boeing HR for how Boeing can be represented at Engineer's Club Career Fair on February 21st (e.g. what can we hand out)	Complete	Jim contacted HR, and received guidance and will have Boeing handouts for the table (in addition to list of St. Louis aerospace companies)
Jim Guglielmo	Follow up with Chelsea Fuller on advertising our Section awards and updating Policies & Procedures section related to awards,	Complete	
Jim Guglielmo / TBD	Set up survey for AIAA St. Louis Section member feedback in April	Not Started	Will work in March/April SurveyMonkey? Social media interest? (Twitter/Facebook)
Tom Rehmeier	Look into Paypal and Square as electronic payment options	Complete	See reasurer report in Appendix I
Abby Sevier	Include information on upcoming Science Fair in next newsletter (contact Brad Sexton for information)	Complete	Brad sent information to Abby.
Chris Tavares	Contact Angelo and Dan (Executive Director) to give a presentation on the AIAA governance model at a meeting in the fall (targeting September 2020 New Members Meeting)	Not Started	

IV. Council Officer Reports

a. Chairman Report

Jim Guglielmo

- Jim to send out batch of newsletters (NL) to universities for distribution
- NLs available at today's Council meeting

b. Vice-Chairman Report

Mark Kammeyer

- See comments on Policies & Procedures

c. Region V Report

Tom Rehmeier / Jim Guglielmo

- CAT III Funds are still available. We can request additional funding for our drone project after the initial event (or significant progress).



- The 2020 Regional Leadership Conference (RLC) will be in New Orleans on August 23rd. \$600 funding per section is available for first requests. If funding left over, sections can submit additional requests.
- Emily sent out the READ Operating Procedures document. The file is located on our server here: \\se\data\AIAA_STL_Section\01 - Council Files\01 - By-Laws and Policies & Procedures\Policies & Procedures
- There is an opening for the Region V Public Policy Deputy Director. If anyone is interested, please let Jim know so he can pass your name on to Rusty Powell, Region V Director.
- Based on feedback from the Technical Committees, AIAA will be offering “Nested Communities” within the Higher Logic Engage website formats. From the main community page, sections/TCs will be able to create sub-communities that can have different levels of access restrictions.
- The next Region V meeting will be February 28th.

d. Secretary Report

Ben Reuter

- No report

e. Treasurer Report

Alec Herzog

- Boeing Match:
 - Jackie approved Volunteer Hours for January (50)
 - Need to update volunteer hours tracking spreadsheet on server
 - Processing time: 2 months after Jackie’s approval for Boeing confirmation, then 10 days to get the check.
 - ~\$4,000 coming in over the next 10 days
- Increased Tech Specialist funding (approved)
- Boeing Match contributions/donations resulted in additional \$2,000 above plan; proposed direction of funds to scholarships, university teams, and family picnic, pending Alec’s summary of council year-end budget estimate
- *Motion to set up PayPal account approved*
- See Appendix I for additional detailed Financial information

V. Advisor Reports

Bob Dowgwilllo, Srikanth Gururajan, Dave Peters, Chris Tavares

- Drone Project:
 - Held a meeting at SLU to tailor drone education modules
 - Sri will visit Jackie’s school in April for initial drone event
- Student teams:
 - SLU team interested in asking for support for their design team
 - Funding requests for university senior design teams/student design teams
 - Funding delivery needed by mid-March for Speedfest
 - *Allocation of \$1,000 budget for student design teams for 2020 was approved*

VI. Committee Reports

a. Career Workforce Development

Paul Bent

- Goal: Create plan to be presented at March Council meeting
- Coordinate with Steve (Young Professionals Committee)



b. Communications

Andrea Martinez

- Additional advertisement for Twitter account:
- Newsletter: January/February newsletter completed February 12th Abby Sevier
- Website Jim Guglielmo
 - 1) Announcements on Home Page updated; 2) Small updates to Awards web page (still need to add Young Professional Award recipients); 3) Twitter Handle added to home page; 4) Added note on home page to login in order to see all content.; 5) Student Branch information updated.
 - Cannot use Internet Explorer to update website. Firefox works. Have not tested Chrome or Safari.
 - Instructions sent out to add picture to profile. Since this shows up on our Officers page, please take a few minutes to make this update.
 - Overall, our website looks nice. One area to improve is to add photos from events on the home page.
- Business Cards: Moving forward with printing business cards without Facebook link. May add Twitter logo (depending on extra cost of third color)
- Facebook Page: On hold – Reference: I Fly St. Louis [private] Facebook page

c. Education / College Outreach

Charlie Svoboda

- Feb 27: College Design Expo @ WUSTL – Bob D. coordinating
 - Srikanth will confirm teams participating from SLU
 - Bob to send details on event, and Charlie to rebroadcast w/ FREE PIZZA
 - Plan to lose \$300 on event
- March/April: Student Tours of Boeing Labs
 - Plan to open to AIAA Educators
 - U.S. Citizenship required

d. History

Colin Thiele

- Nothing to report.

e. Honors & Awards

Chelsea Fuller

- Discussion of awards (e.g. remove old awards that are not active, combine some together, add new ones like Engineer of the Year, etc.)
- Updates to Policies & Procedures with judging criteria, minimum nominations required, membership requirements, etc.
- Want to start asking for nominations before the end of February.
- Scholarships: Scholarship focus for 2020 will be K-12 STEM

f. Membership

Nic Moffitt

- See Appendix II

g. Programs

Bob Dowgwillo

- **March:** Visit to Challenger Learning Center (CLC) – 3/19/2020. Contact at CLC wants RSVPs by March 10th
- **April:** Kevin Bowcutt Hypersonics Lecture
- **May:** Don Bingaman - Honors & Awards Banquet Speakers. Bob to clarify Chris Rice's participation.



h. Technical

John Schaefer

- Successful presentation on high altitude global environment research by Don & Chris in February
- **March:**
 - Cory Seidel (PhD student at WashU) will be presenting, and the title is “Analysis of Inter-Rotor Coupling in a Coaxial Rotor System.”
 - John, with Andrea’s help, will try the Jotform service for the March Tech Spec RSVPs.
- **April/May:**
 - Part I: Active Flow Control (AFC) & Shape Memory Alloys Lecture
 - Part II: AACES Lab Tour

i. Public Policy

Frank Youkhana

- On schedule with staffer for Roy Blount for Congressional Visit Day. Continuing to contact other Congressmen
- Received \$450 from national, and \$500 from READ. Net loss to Section is expected to be ~\$1150

j. Retirees

Ray Cosner

- Nothing to report

k. Service Projects

Brad Sexton

- St County Science Fair Judging – April 29th

l. STEM

Jackie Blumer

- **SRI's Drone Program** - We sent the 1st draft over to Sri for the drone project. We are waiting for his approval to continue.
- **K12 Student Branch Pilot:**
 - Spoke with Larry and Nic about how this will look and what all it will entail. Notes attached in Appendix III.
 - Looks like a great idea. \$5 per student, and they will get a membership card.
 - Incentives and marketing to other educators and students (stickers for attending events, summer workshop, partner with Challenger Center, have a link to scholarships)
 - Jackie to send plan to National (Emily Springer/Rachel Dowdy)
- I spoke with Tim from the Youth Exploring Science program at the St. Louis Science Center (SLSC). They are very interested in participating in a student program. I am touring their facilities on March 14th. More information to follow.
- **2020 SSTC Student Essay Contest** - Flyers and emails were sent out to teachers to get some participation.
- **Challenger Learning Center (CLC) - Dinner Meeting-** Talked with Tasmyn and have the event planned out and sent to Bob for final approval. Waiting to see the flyer to forward to Tasmyn for approval. Then we will start advertising. RSVP by March 10.
- **ISS Contact** - Spoke with the Science Center about this contact. The last one they had was done by NASA. They asked the science center to participate so it came from their management and they had a pretty good idea of time, etc. So they were not as open to participate in this. There is a ton of logistics that need to be put in place for this to occur. They came across as very reluctant to participate in this. BUT they did say if they decide to do it in the future they would let me know.



- **Summer Scholarship Idea** - This can be promoted at the CLC dinner as well as via emails to our members. \$375 per person per week. CLC camps link: <https://www.challengerstl.org/our-programs/summer/>
- Need help to come up with criteria in selecting scholarship students.
- Next year I think the scholarship should be attached to students who participate in the K-12 Student Branch. Thoughts?
- **Spring into STEAM - April 29th, 5:00-7:00** - STEAM event at Greenville Jr. High School. I would like to have Boeing represented here... maybe with the thing you had at the NSTA conference or flight sims???
- **Aviation Day for Teachers - April 30th** - I will have a booth to promote AIAA. I will need the banner for this event.

m. Strategic Planning

Larry Brase

- Additional attention needed for upcoming Awards/Recognition event – discussion in Policies & Procedures
- AIAA Fellow Nomination process upcoming (April 15th)

n. Young Professionals

Stephen Clark

- Successful YP Development Panel
 - Aramark was overpriced, but only real option for food at a Boeing facility
 - Check for gluten/allergens in future
- Upcoming work on YP Technical Presentation Session
- Upcoming work on YP Awards

VII. Misc

a. Policies & Procedures Document – Status & Updates

Mark Kammeyer

- Draft nearly complete
- Lots of discussion on Honors & Awards section. Will finalize Honors & Awards section next week (Chelsea, Mark, and Jim)
- Latest version will be sent out to Council the week of February 17th, with feedback requested by February 24th.
- Feedback will be reviewed and updates to the Policies & Procedures will occur the week of February 24th.
- Goal will be to have approval by Section Officers by the end of February.
- Policies & Procedures is a living document, and can always be updated and approved by a majority vote of the Section officers.

b. Misc Topics (Old/New Business, Transitions, etc.)

All

- Family Picnic Organizing Committee: Jim, Jackie, Alex, and Tom (early May timeframe)
- AIAA St. Louis Coin for 10-year anniversaries & families of members who passed away (Did not have time to discuss)
- Tom Knight interested in helping out the Council on one of the committees.

VIII. Next Meetings and Upcoming Events

Jim Guglielmo

- Region V Monthly Meeting – February 28th



- Technical Specialist Meeting, Co-Axial Rotorcraft Presentation by Cory Seidel – March 17th
- St. Louis Science Fair – April 29th
- Spring into STEAM – April 29th
- Aviation Day for Teachers – April 30th

IX. Go-Backs

X. Adjournment

Jim Guglielmo

➤ **Action Items:** (New Items added during February Council Meeting)

Name	Action Item	Status	Comments
Council Members	If not completed, add picture to AIAA profile page (shows up on Officers Page)		
Jackie Blummer	Send plan to National (Emily Springer/Rachel Dowdy) for K12 Student Branch Pilot		
Jackie Blummer	Send <i>Spring Into STEAM</i> notes to Ben Reuter		
Steve Clark	Steve brainstorm advertisement of Twitter account @ YP events (e.g. Twitter door prize)		
Bob Dowgwillo	Clarify Chris Rice’s participation in Honors & Awards presentation with Don Bingaman.		
Srikanth Gururajan	Confirm teams participating from SLU for WUSTL College Design Expo		
Alec Herzog	Alec to send more detailed spend so we can finalize the summer STEM scholarship budget		
Alec Herzog	Purchase PayPal reader and set up Pay Pal account		
Picnic Panning Committee: Jim Guglielmo, Jackie Blummer, Alex Friedman, Tom Knight	Reserve pavilion and park for event in early May. Set up coordination meeting for planning.		
Ben Reuter	Send out meeting minutes from previous meeting on university team funding requests		
Charlie Svoboda	Develop application form for university design team requesting funds		
Charlie Svoboda	Rebroadcast WUSTL College Design Expo event noting it will have FREE PIZZA		
Charlie Svoboda	Develop scholarship application form for STEM camps		



Appendix I – February Treasury Report (Alec Herzog)

➤ Current Account Actuals

<i>Actuals as of February 11th, 2020</i>	
Checking	\$ 5,893.35
Savings	\$ 12,444.28
Cash Box	\$150.00
Total	\$18,487.00

➤ Budgets from Quicken

Budget Snapshot from Quicken Updated on: *February 11th, 2020*

Category	6/1/2019 Actual	- Budget	2/12/2020 Difference
▼ INCOME	16,614.72	16,210.73	403.99
Contributions & Donations	5,200.00	7,000.00	-1,800.00
▼ Dinner Programs Income	3,773.00	2,322.53	1,450.47
Raffle Tickets	185.00	204.14	-19.14
Tickets	3,588.00	2,116.55	1,471.45
Interest	8.63	5.44	3.19
▼ National Rebate	6,433.09	5,682.76	750.33
Category I	2,733.09	2,700.00	33.09
Category II	2,900.00	2,900.00	0.00
Category III	800.00	82.76	717.24
Section Travel Income	1,200.00	1,200.00	0.00
Personal Income (Everything Else)	0.00	0.00	0.00
▼ EXPENSES	9,622.85	17,981.75	8,358.90
Bank Charges	0.00	50.00	50.00
▼ Dinner Programs	4,035.15	7,000.06	2,964.91
Raffle and Door Prize Expense	182.23	641.38	459.15
▼ Education	911.47	2,700.00	1,788.53
▼ Education Programs	34.65	1,000.00	965.35
Student Activities & Branch...	0.00	0.00	0.00
STEM	876.82	1,700.00	823.18
Honors & Awards	0.00	1,500.00	1,500.00
Membership Promotions	0.00	400.00	400.00
Postage	16.50	50.00	33.50
Public Policy Programs (Exp)	2,064.90	1,854.10	-210.80
Scholarships Awards	0.00	827.59	827.59
Section Council Meetings	322.50	500.00	177.50
Section Travel	1,493.87	1,000.00	-493.87
Supplies	260.45	800.00	539.55
Technical Programs	518.01	1,000.00	481.99
Young Members	0.00	300.00	300.00
Personal Expenses (Everything Else)	0.00	0.00	0.00
Net Difference:	6,991.87	-1,771.02	8,762.89

** Unused Budget Categories for 2019-2020: Professional Dev. Programs, Field Trips, Communications, Insurance, Employment



➤ **Upcoming Transactions**

a. *Withdrawals*

Transaction Name	Budget	Amount
“January” YP Event	Young Members	---
Tech Spec	Technical Programs	\$ 72.50

b. *Deposits*

Transaction Name	Budget	Amount
Boeing Gift Match	Contributions	\$4000.00

➤ **Electronic Payment Summary**

- Great research done by Tom R. !
- Expert from Tom’s Summary Email:

If using PayPal, we would be setting up a “PayPal Here” account, Square is a “Square Point of Sale” account.

Both have a similar same fee structure:

PayPal Here:

- *Swipe fee: 2.7%.*
- *Keyed entry fee: 3.5% plus 15 cents.*
- *Online and invoiced transactions: 2.9% plus 30 cents.*
- *Chargeback fee: \$20*

Square POS:

- *Swipe fee: 2.6% plus 10 cents.*
- *Keyed entry fee: 3.5% plus 15 cents.*
- *Online and invoiced transactions: 2.9% plus 30 cents (or 3.5% plus 15 cents if processed using Card on File).*
- *Chargeback fee: None.*

So if we charged \$20 for a dinner meeting and swiped/chip read the card, PayPal costs us \$0.54, Square would cost \$0.62.

The chip and mag strip reader from PayPal is \$24.99 but currently FREE for new accounts if we sign up by the end of June.

The chip and mag strip reader from Square is \$49.99

Funds are immediately available in our PayPal account, which can be transferred to our bank account at any time. With Square, it goes directly to the account, but after a few business days.

Another highlight, is that when we create a PayPal account for use with PayPal Here, people can send us advanced registration money through a link we establish or just directly through the PayPal app/website to our email address

- The Gmail Account would be used for the account.



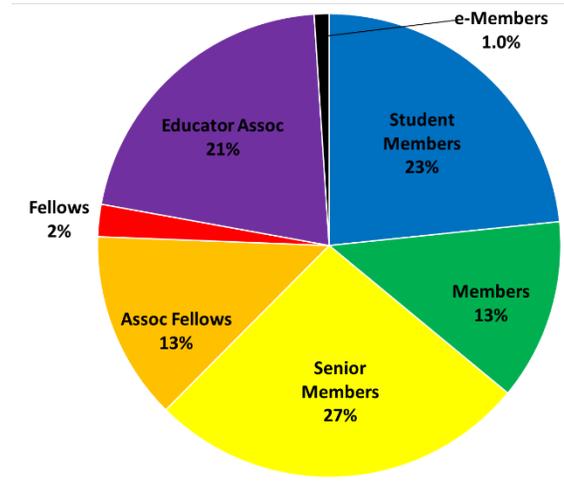
- Either service would be linked to our St. Johns Bank Account
- Links for Questions / Future Reference:
 - Paypal Link(s):
 - <https://www.paypalobjects.com/digitalassets/c/website/marketing/na/us/donations/paypal-for-non-profit-faq.pdf>
 - <https://www.paypal.com/us/webapps/mpp/donations>
 - Square Link:
 - <https://squareup.com/help/us/en/article/6397-use-square-as-a-nonprofit-organization>
 - Venmo Link:
 - <https://help.venmo.com/hc/en-us/articles/226001687-General-Business-Partnership-Inquiries>

Appendix II – Membership Report (Nic Moffitt, Alex Friedman)

Status:

- Membership is up by nine, largely students
- Hosting booth at E-Week Feb. 19 11am-1pm in 101 Café
– *NEED VOLUNTEERS*

	Dec	Jan	Change
Professional	320	321	+ 1
e-Members	6	6	+ 0
Members	74	73	- 1
Senior Members	149	153	+ 4
Associate Fellows	77	76	- 1
Fellows	14	13	- 1
Student Members	127	135	+ 8
Educator Associates	122	122	+ 0
Total	569	578	+ 9





Appendix III – Student Branch Pilot Form - DRAFT (Jackie Blumer)

AIAA K-12 Student Membership - Pilot

Fee: \$5.00

Students Benefits:

- Membership ID with a number - This will help AIAA track students as they progress to HS and college.
- For every event that they attend they will get an AIAA sticker or something to show their participation. (Similar to badges for scouts.)
- We determine our winners for summer camps from students who participate in these clubs. This provides an incentive to attend meetings.

Teacher Benefit:

- Summer Workshop with Hands-on activities (maybe partner with CLC for this??)
- A website where teachers can get premade lessons could be available.
- Ability to network with engineers.

AIAA's Responsibility:

- AIAA can offer Teacher training to Educator Associates during the summer. AIAA could then give them a link to a website with resources to use with their clubs or in their classrooms. This way it could be updated by me or other teachers with lessons that have worked. I think we should tap into CLC for help with this as well. They hold a Maker Space workshop for teachers every summer. Maybe we can explain to them the benefits of being an Educator Associate in the STL area, and give them an opportunity to sign up.
- AIAA STL could provide the following: Money for snacks, prepacked activities, ability to offer up a stage for contests, accessibility to Boeing Engineers, and opportunities for students to attend a camp they otherwise might not attend.
- This year will be implemented at my school with our STEM club. This way I can get feedback from the kids as well as their parents.